

EIA-14:
REFINERS' MONTHLY COST REPORT

This report is mandatory under Public Law 93-275. For the provisions concerning the confidentiality of information and sanctions, see Sections V and VI of the instructions. Public reporting burden for this collection of information is estimated to average 1.6 hours per response, including the time of reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Energy Information Administration, Statistics and Methods Group EI-70, 1000 Independence Ave. SW, Washington, DC 20585; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

PART I. IDENTIFICATION DATA

<p><i>For assistance in completing this form, call 1-800-638-8812.</i></p>				Complete items 1 thru 7 for new respondents and corrections to label only.							
				1. Company Name							
				2. Name of Contact Person							
				3. Contact's Telephone Number							
				4. Street/Box/RFD							
5. City				6. State		7. Zip Code					
8. Report Month				9. Type of Report (Check one)				10. Date of This Report			
Year		Month		(1) G Original		Month		Day		Year	
				(2) G Resubmission to Report Dated:							

PREPARED BY: Check appropriate box and date. If preparer is different from contact person, complete lines 13 and 14.

11. G Preparer same as contact person shown on label		12. Date	
13. G Preparer's Name		14. Preparer's Telephone Number	

PART II. SUMMARY OF CRUDE OIL COSTS AND VOLUMES

Item No.	Category Description	Monthly Acquisitions	
		Total Cost (in thousands of dollars) (a)	Total Volume (in thousands of barrels) (b)
15.	Domestic Crude Oil		
16.	Imported Crude Oil		

Enter any additional information such as unusual occurrences which may explain variations in the data. If you need additional space please continue your comments on the backside of this form.

**INSTRUCTIONS FOR FILING
EIA-14:
REFINERS' MONTHLY COST REPORT**

GENERAL INFORMATION

I. Purpose

Form EIA-14 is designed to collect summary data that permit the Energy Information Administration (EIA) to provide to the Government and the public certain cost and price statistics on the United States petroleum industry. The statistics are published in the "Petroleum Marketing Monthly," the "Monthly Energy Review," and the "Weekly Petroleum Status Report" and are widely disseminated, to government and petroleum analysts.

II. Who Must Submit

Each refiner must submit Form EIA-14, except firms (referred to as independent natural gas processors) that neither refine crude oil nor have crude oil refined by others and solely process natural gas for liquids and related products. (Refer to the Definitions.)

III. When to Submit

Form EIA-14 must be submitted to EIA no later than 30 calendar days after the close of the report month. For example, if the report month is March 2000, the report must be submitted to EIA by April 30, 2000.

IV. What and Where to Submit

Mail one original of Form EIA-14 each month to:

U.S. Department of Energy
Energy Information Administration
P.O. Box 60928
Washington, D.C. 20077-0039

You may submit your data by fax to 301-495-8483. If you have any questions concerning the EIA-14 please call our toll free number 1-800-638-8812. Firms located in Maryland should call 301-495-8440.

Additional copies of the reporting form may be obtained from the above address. Indicate the number of copies needed and the address to which they should be sent.

V. Sanctions

The timely submission of EIA-14 by those required to report is mandatory under Section 13(b) of the Federal Energy Administration Act of 1974 (FEAA) (Public Law 93-275), as amended. Failure to respond may result in a civil penalty of not more than \$2,500 for each violation, or a fine of not more than \$5,000 for each willful violation. The government may bring a civil action to prohibit reporting violations which may result in a temporary restraining order or a preliminary or permanent injunction without bond. In such civil action, the court may also issue mandatory injunctions commanding any person to comply with these reporting requirements. Title 18 USC section 1001 makes it a criminal offense for any person knowingly and willingly to make to any Agency or Department of the United States any false, fictitious, or fraudulent statements as to any matter within its jurisdiction.

GENERAL INFORMATION (Continued)**VI. Provisions Regarding Confidentiality of Information**

The Office of Legal Counsel of the Department of Justice concluded on March 20, 1991, that the Federal Energy Administration Act requires the Energy Information Administration to provide company-specific data to the Department of Justice, or to any other Federal agency when requested for official use, which may include enforcement of Federal law. The information contained on this form may also be made available, upon request, to another component of the Department of Energy (DOE); to any Committee of Congress, the General Accounting Office, or other Congressional agencies authorized by law to receive such information. A court of competent jurisdiction may obtain this information in response to an order.

The information contained on this form will be kept confidential and not disclosed to the public to the extent that it satisfies the criteria for exemption under the Freedom of Information Act (FOIA), 5 U.S.C. §552, the DOE regulations, 10 C.F.R. §1004.11, implementing the FOIA, and the Trade Secrets Act, 18 U.S.C. §1905.

Upon receipt of a request for this information under the FOIA, the DOE shall make a final determination of whether the information is exempt from disclosure in accordance with the procedures and criteria provided in the regulations. To assist us in this determination, respondents should demonstrate to the DOE that, for example, their information contains trade secrets or commercial or financial information whose release would be likely to cause substantial harm to their company's competitive position. A letter accompanying the submission that explains (on an element-by-element basis) the reasons why the information would be likely to cause the respondent substantial competitive harm if released to the public would aid in this determination. A new justification does not need to be provided each time information is submitted on the form, if the company has previously submitted a justification for that information and the justification has not changed.

GENERAL INSTRUCTIONS

- I. For the purpose of this report, the reporting firm is the parent company and the consolidated entities (if any) which the parent directly or indirectly controls, taken altogether. If a consolidated entity of a firm constitutes that firm's domestic refining operations, then the consolidated entity may report for the firm.
- II. Report for all refining operations located in the United States that are controlled by the firm.
- III. Report volumes and their corresponding costs including transportation to the refinery gate for each item on a net domestic refining operations basis.
- IV. Report all data on an ownership basis. Report in accordance with customary accounting procedures used by your firm.
- V. Use parentheses () to indicate negative entries.
- VI. Report all quantities in thousands. Quantities ending in 499 or less are to be rounded down; quantities ending in 500 or more are to be rounded up to the next higher number. For example, 106,489 is rounded to 106, and 106,589 is rounded to 107.
- VII. Resubmissions are required if it is found that previously reported cost or volume data are in error by more than five percent (5%). Each resubmission will establish a new base to which the five percent threshold would be applied in determining whether subsequent resubmissions are required. That is, in applying the five percent criteria, the sum of all changes to the previously reported cost or volume data should be used.

GENERAL INSTRUCTIONS (Continued)

Resubmissions should be reported within 120 days after the end of the report month for which corrections are being filed. However, EIA must be notified of significant changes discovered after 120 days and will determine if a late submission is needed.

VIII. For the purpose of this report, the United States is defined as the 50 States, the District of Columbia, Puerto Rico, the Virgin Islands, and all American territories and possessions.

IX. Computer generated reports will be accepted if they follow the format of the printed form.

SPECIFIC INSTRUCTIONS

Item	Instruction
1 thru 7	Complete Items 1 thru 7 if you are a new respondent, or if information shown on the label is incomplete or incorrect. If changes need to be made, cross out the inappropriate information on the label and enter the correct information in the space(s) to the right of the label.
8	<u>Report Month:</u> Enter the year and month for which this form is being submitted. For example, March 2000 should be reported as 0003.
9	<u>Type of Report:</u> Check the box which indicates whether this form is: (1) an Original, or (2) a Resubmission. If it is a resubmission, enter the date of the report - whether an original or resubmission - for which this report is a resubmission.
10	<u>Date of This Report:</u> Enter the month, day, and year this report is being filed.
11 thru 14	Indicate the name of the individual who prepared this report. If the preparer is different than the contact person designated by the company, then provide the preparer's name and telephone number.

Part II
Summary of Crude
Oil Costs and Volumes

Item	Instruction
15 thru 16	Refer to the form and/or appropriate definitions.
Column (a)	<p><u>Total Cost:</u> Report the net cost in thousands of U.S. dollars of each item. Include all costs normally associated with the acquisition and transportation of the oil up to the refinery gate; e.g., cost of oil, shipping, insurance, taxes, storage fees, etc.</p> <p>For exchange receipts, use the market value of the oil as determined by the firm's customary accounting practices.</p>
Column (b)	<u>Total Volume:</u> Report the net volume in thousands of barrels.

DEFINITIONS

1. Crude Oil (including Lease Condensate) - A mixture of hydrocarbons that exists primarily in the liquid phase in natural underground reservoirs and remains liquid at atmospheric pressure after passing through surface separating facilities. Included are drip gases; lease condensate; and liquid hydrocarbons produced from tar sands, gilsonite, and oil shale. Crude oil is refined to produce a wide array of petroleum products, including heating oils; gasoline, diesel and jet fuels; lubricants; asphalt; ethane, propane, and butane; and many others used for their energy or chemical content. Crude oil also includes small amounts of nonhydrocarbons produced with the oil, such as sulfur and various metals.

Crude oil is considered as either domestic or imported according to the following:
 - a. Domestic Crude Oil - Crude oil produced in the United States or from its "outer continental shelf" as defined in 43 U.S.C. 1331.
 - b. Imported Crude Oil - Crude oil produced outside the United States.
2. Crude Oil Acquisitions - The volume of crude oil either (a) acquired by the respondent for processing for his own account in accordance with accounting procedures generally accepted and consistently and historically applied by the refiner concerned, or (b) in the case of a processing agreement, delivered to another refinery for processing for the respondent's own account.

Crude oil which has not been added by a refiner to inventory and which is thereafter sold or otherwise disposed of without processing for the account of that refiner shall be deducted from its crude oil purchases at the time when the related cost is deducted from refinery inventory in accordance with accounting procedures generally applied by the refiner concerned.

Crude oil processed by the respondent for the account of another is not included.
3. Exchange - Any transaction in which quantities of crude oil or any other petroleum product(s) are received or given up in return for other crude oil or petroleum product(s). Exchanges include reciprocal purchases and sales.

A "Quota or Ticket Exchange," also referred to as "ticket trade," is a type of transaction through which one refiner is able to use another refiner's fee-paid import licenses. Exchanges of this type are not to be considered as purchases or sales in completing the EIA-14 Form, and therefore, should not be included.
4. Lease Condensate - A mixture consisting primarily of pentanes and heavier hydrocarbons which is recovered as a liquid from natural gas in lease or field separation facilities. This category excludes natural gas liquids, such as butane and propane, which are recovered at natural gas processing plants or facilities.
5. Petroleum Refinery - An installation that manufactures finished petroleum products from crude oil, unfinished oils, natural gas liquids, other hydrocarbons, and alcohol.
6. Refiner - A firm or the part of a firm that refines products or blends and substantially changes products, or refines liquid hydrocarbons from oil and gas field gases, or recovers liquefied petroleum gases incident to petroleum refining and sells those products to resellers, retailers, reseller/retailers or ultimate consumers. "Refiner" includes any owner of products which contracts to have these products refined and then sells the refined products to resellers, retailers, or ultimate consumers.